Illinois State Board of Education
21st CCLC 2016 Spring Conference
Bloomington-Normal Marriott Hotel and Conference Center
May 3, 2016
Pathways to SUCCESS
Illinois 21st CCLC Spring Conference
Presenters' Webinar
Preconference Networking Session

Ballroom Pre-function Area
May 2, 6-7:30 p.m.
Conference Check-In

Ballroom Pre-function Area
May 2, 6-7:30 p.m.
May 3, 7:30 a.m.
Conference Strands

• Academics Afterschool
• Continuous Program Improvement
• Afterschool Enrichment
Concurrent Sessions

Morning Sessions
• 9:10 – 10:25 a.m.
• 10:35 – 11:50 a.m.

Afternoon Session
• 1:45 – 3:00 p.m.
Role Specific Sessions

Project Directors Meeting
Site Coordinators, Resource Coordinators, and Program Staff
• 3:30 – 4:30 p.m.
Logistics

Role of Room Hostess/Host
AV Set Up
In Case of Emergency
Designing Effective Presentations

Tips for communicating with PowerPoint

Danny Martinez
Austin, TX
Some Simple Guidelines

• Keep It BIG
• Keep It Simple
• Keep It Clear
• Keep It Consistent
• Summarize
Keep It BIG

Title Fonts 36-44 pts

Body content or text fonts should be from 24-32 pts

Avoid text heavy forms or articles or anything too small to be read
**Label**

(See instructions on page 12.)

**Use the IRS label.** Otherwise, please print or type.

**Presidential Election Campaign**

Check here if you, or your spouse if filing jointly, want $3 to go to this fund (see page 12)

<table>
<thead>
<tr>
<th>Your first name and initial</th>
<th>Last name</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a joint return, spouse's first name and initial</td>
<td>Last name</td>
</tr>
<tr>
<td>Home address (number and street). If you have a P.O. box, see page 12.</td>
<td>Apt. no.</td>
</tr>
<tr>
<td>City, town or post office, state, and ZIP code. If you have a foreign address, see page 12.</td>
<td></td>
</tr>
</tbody>
</table>

**Your social security number**

**Spouse’s social security number**

⚠️ You must enter your SSN(s) above. ⚠️

Checking a box below will not change your tax or refund.

- You
- Spouse
Keep It Simple

• No more than 2 font styles (1 for title and 1 for text)
• Use **similar colors** to **highlight relationships** between words
• Use **contrasting colors** to **indicate differences** between words
• Adhere to general meanings of words (red is stop & green is go)
6 X 6 Rule

• No more than 6 lines per slide
• No more than 6 words per slide
Images say more than words
• Show Diversity
Use Graphics to Support Text
Transitions and Animations

• Use sparingly and only if they support
Keep It Clear

• Do not use *italics* or ALL CAPS
• Use Sanserif fonts (no comic sans)
• Do not underline unless the text is a hyperlink
• Use **bold** and *color* to create **emphasis**
• Adhere to rules for bullets (lists) and numbering (sequence)
Keep It Clear

Data charts should show clear information
Keep It Consistent

- Similar use of colors should have similar meanings
- Similar use of fonts should have similar meanings
- Surprises should be appropriate, not overwhelming
Other Issues

Handouts

• Supporting additional information should be in handouts
• PowerPoint thumbnails…2 schools of thought
Other Issues

Copyright

Far Side Cartoon
Other Issues

Make yourself heard
Other Issues

Time
Summarize

• Keep It BIG
• Keep It Simple
• Keep It Clear
• Keep It Consistent
• Summarize
We look forward to seeing you at the Bloomington-Normal Marriott!